

**RISK MANAGEMENT ADVISORY GROUP
NATIONAL CAPITAL REGION
CHARTER**

Mission

The primary mission of the Risk Management Advisory Group (RMAG) is to serve as the communication body for safety and health throughout the National Capital Region. The group will serve as a vehicle for management involvement.

The RMAG is committed to taking actions to provide leadership, resources and service that assure safe and healthful working conditions for all employees, visitors, and volunteers to parks and other areas under the cognizance of the National Capital Region.

Role and Function

The RMAG is to provide advice and counsel to the Regional Director via the Designated Agency Safety and Health Official (DASHO) and the Regional Risk Manager. The RMAG will assist management regarding safety, fire sciences and environmental health duties and responsibilities. Technical and managerial information shall be exchanged for consideration and appropriate action recommended for the benefit of the Region, parks, employees and other individuals/organizations interfaced.

Specific functions to be carried out are as follows:

1. Undertake specific projects as assigned by the Regional Office and provide liaison.
2. Forecast and advise management of federal regulations, Department and Service mandates, developments and emerging trends.
3. Conceive, develop and recommend initiatives, consensus practices, guidelines and policies to concentrate on key problems that may affect employees and others (volunteers, seasonals) health and safety.
4. Assist in the development and support of training education and promotional programs.
5. Be available to assist task forces or interagency work groups relative to safety and health processes or initiatives and foster communication, involvement and cooperation among all parks.
6. Review and discuss injuries, illnesses, trends and audits to collectively determine ways to improve the overall safety and health program. Meet with the Region's Workers' Compensation Program Group quarterly to discuss joint effort planning.

7. Continually strive to provide a safe and healthful work environment for our employees, visitors, volunteers and contractors.
8. Promote the use of the Department's Safety Management Information System and its full capabilities to provide management data to determine status and effectiveness of parks safety program efforts.
9. Annually review and discuss the targets set by each park for reducing employee injuries, visitor injuries, and Continuation of Pay hours, to facilitate sharing of information and strategies, and assist parks in adopting appropriate goals in reducing losses.

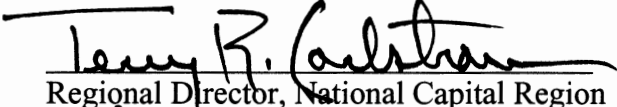
Membership and Administration

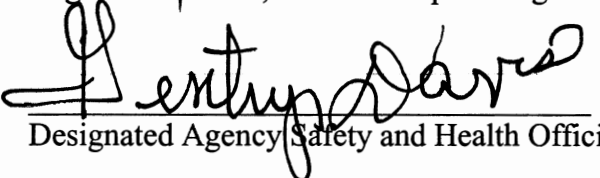
Membership will consist of the safety managers or collateral duty safety officers from each park in the National Capital Region. Ancillary functions such as Maintenance and Design, Contracting, Fire Management, Environmental Health, and Union Officials will be requested to attend when agenda items dictate the need for subject matter experts to assist the committee to effectively carryout their functions.

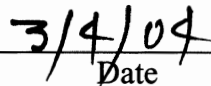
The RMAG will elect a chairperson, vice-chairperson, and a recording secretary. Person will serve in these position for a minimum of 1-year. The chair/vice-chair will coordinate meetings, prepare agendas and chair the meetings. The recording secretary will transcribe the notes from the meetings and distribute them.

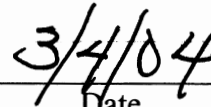
The DASHO, the Regional Risk Manager, the Regional OWCP Manager, and Regional Industrial Hygienist will serve as advisors to the committee and attend all meetings.

Meetings will be held every other month. The Superintendent of the respective park hosting the meeting will attend the meeting (or send his/her designee) and serve as the management liaison for that particular meeting. Each park shall be represented at all meetings by the primary representative or an alternate.

Approved: 
Regional Director, National Capital Region


Designated Agency Safety and Health Official


Date


Date